

AMERICAN DANCE TRAINING CAMP

LETTER OF REFERENCE

THIS QUESTIONNAIRE WILL REMAIN CONFIDENTIAL

Dear Madam/Sir,

_____ has given your name as a reference for work in our camp. We greatly appreciate your honest appraisal of this candidate's abilities, and we thank you in advance for your input and time on this matter.

We take great pride in our reputation as one of the country's finest dance camps. If accepted, this candidate will be working closely with children, and it is imperative to us that we have mature, stable, trustworthy, dedicated staff representing ADTC.

Please mark only those qualities that apply and with which you are personally acquainted. Your reply will be kept strictly confidential. Thank you for your cooperation and help on this matter.

Personal Qualifications:

Please rate the applicant on the following characteristics by placing a checkmark next to the item(s) which most apply. Do not check-mark items with which you are uncertain or have not had the opportunity to personally view.

Leadership

Watches and doesn't become involved
Tries but lacks ability
Some leadership qualities
Good leadership qualities
Excellent leadership qualities

Work Efficiency

Begins but does not finish
Does only what is needed
Meets average expectations
Resourceful and effective
Excellent efficiency

Dedication

Reluctant to serve
Usually willing to serve
Often serves
Eager to serve
Devoted to serving others

Teamwork

Troublesome and difficult
Prefers to work alone
Usually cooperative
Works well with others
Most effective team worker

Responsibility

Doesn't accept responsibility for work
Occasionally accepts responsibility
Often accepts responsibility
Good level of responsibility
Always accepts responsibility

Emotional Stability

Immature
Sometimes childish
Usually well-balanced
Well-balanced
Exceptionally well-balanced

Knowledge Of Applicant:

Please circle **YES** and **NO** where it applies, otherwise please complete the answers with a written statement.

1. How long have you known this applicant and in what capacity?

2. How well do you know this applicant and in what capacity?

3. Have you ever observed behavior that would be classified as deviant?

4. Would you be willing to have your own child under the care of this applicant? YES NO
If "NO" please explain why not:

5. Would you rehire this applicant? YES NO
If "NO" please explain why not.

6. Would you recommend this applicant? YES NO

7. To your knowledge, does the applicant smoke, use alcohol, marijuana or other drugs? YES NO
Please specify:

8. Are there any other comments you feel would help give us a better understanding of this applicant's abilities? (Please use a separate sheet of paper if needed.)

Please circle all of the words that describe the applicant:

Impatient	Trustworthy	Honest	Cocky
Lacking humor	Overly sensitive	Avoided by children	Looked up to
Fun	Emulated by others	Easily irritated	Self confident
Leader	Silly	Mature	Shy
Rude	Uncaring	Stable	Selfish
Good sense of humor	Outgoing	Egotistical	Makes friends easily

Your Title: _____ Organization/Company: _____

Please Print Name: _____

Signature: _____ Date: _____

Please return or fax to:

ADTC Staff Reference, P.O. Box 14922, San Francisco, CA 94114 Ph/Fax: (866) 383-ADTC

AMERICAN DANCE TRAINING CAMP

LETTER OF REFERENCE

THIS QUESTIONNAIRE WILL REMAIN CONFIDENTIAL

Dear Madam/Sir,

_____ has given your name as a reference for work in our camp. We greatly appreciate your honest appraisal of this candidate's abilities, and we thank you in advance for your input and time on this matter.

We take great pride in our reputation as one of the country's finest dance camps. If accepted, this candidate will be working closely with children, and it is imperative to us that we have mature, stable, trustworthy, dedicated staff representing ADTC.

Please mark only those qualities that apply and with which you are personally acquainted. Your reply will be kept strictly confidential. Thank you for your cooperation and help on this matter.

Personal Qualifications:

Please rate the applicant on the following characteristics by placing a checkmark next to the item(s) which most apply. Do not check-mark items with which you are uncertain or have not had the opportunity to personally view.

Leadership

Watches and doesn't become involved
Tries but lacks ability
Some leadership qualities
Good leadership qualities
Excellent leadership qualities

Work Efficiency

Begins but does not finish
Does only what is needed
Meets average expectations
Resourceful and effective
Excellent efficiency

Dedication

Reluctant to serve
Usually willing to serve
Often serves
Eager to serve
Devoted to serving others

Teamwork

Troublesome and difficult
Prefers to work alone
Usually cooperative
Works well with others
Most effective team worker

Responsibility

Doesn't accept responsibility for work
Occasionally accepts responsibility
Often accepts responsibility
Good level of responsibility
Always accepts responsibility

Emotional Stability

Immature
Sometimes childish
Usually well-balanced
Well-balanced
Exceptionally well-balanced

Knowledge Of Applicant:

Please circle **YES** and **NO** where it applies, otherwise please complete the answers with a written statement.

1. How long have you known this applicant and in what capacity?

2. How well do you know this applicant and in what capacity?

3. Have you ever observed behavior that would be classified as deviant?

4. Would you be willing to have your own child under the care of this applicant? YES NO
If "NO" please explain why not:

5. Would you rehire this applicant? YES NO
If "NO" please explain why not.

6. Would you recommend this applicant? YES NO

7. To your knowledge, does the applicant smoke, use alcohol, marijuana or other drugs? YES NO
Please specify:

8. Are there any other comments you feel would help give us a better understanding of this applicant's abilities? (Please use a separate sheet of paper if needed.)

Please circle all of the words that describe the applicant:

Impatient	Trustworthy	Honest	Cocky
Lacking humor	Overly sensitive	Avoided by children	Looked up to
Fun	Emulated by others	Easily irritated	Self confident
Leader	Silly	Mature	Shy
Rude	Uncaring	Stable	Selfish
Good sense of humor	Outgoing	Egotistical	Makes friends easily

Your Title: _____ Organization/Company: _____

Please Print Name: _____

Signature: _____ Date: _____

Please return or fax to:

ADTC Staff Reference, P.O. Box 14922, San Francisco, CA 94114 Ph/Fax: (866) 383-ADTC